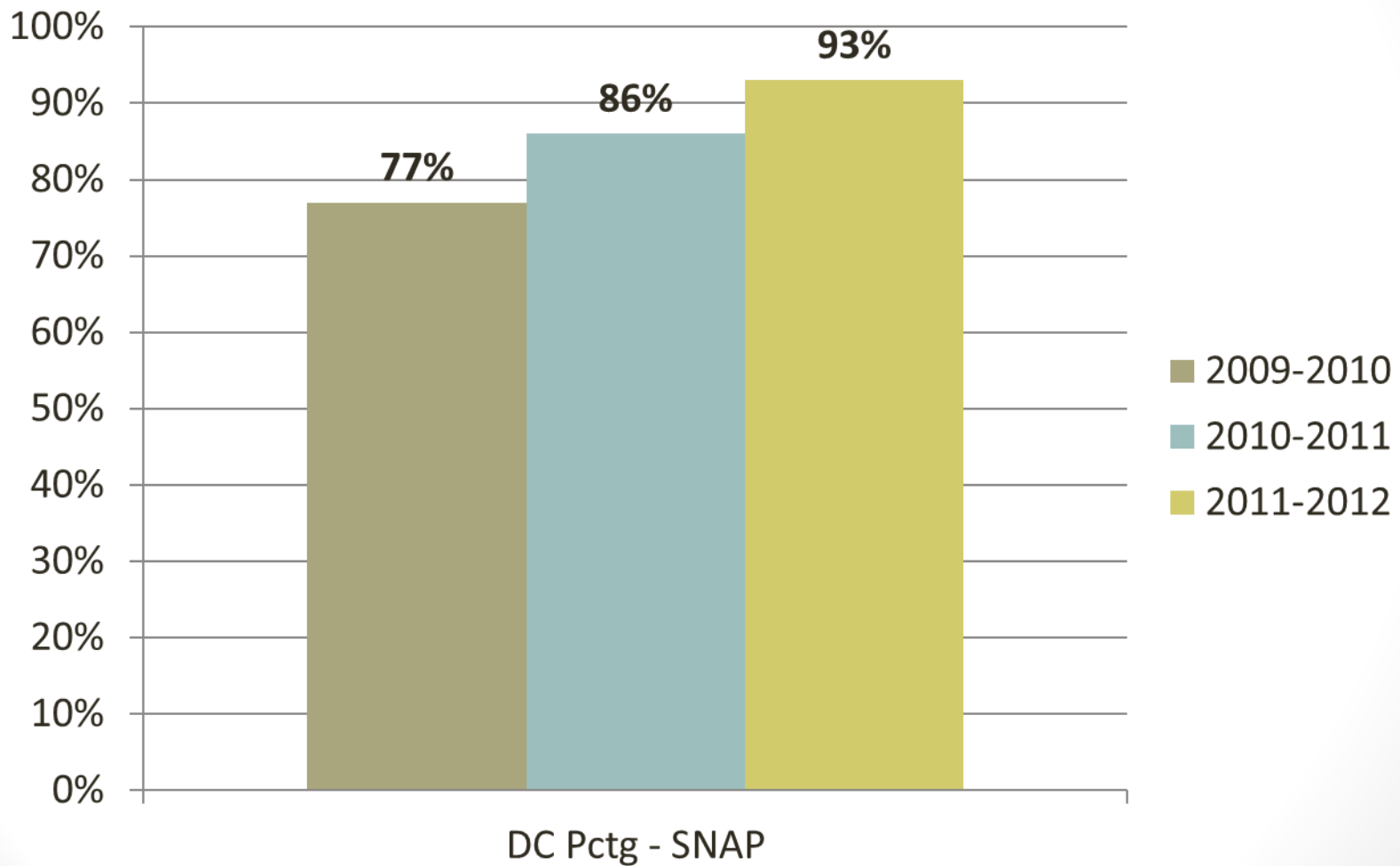


# Overview of Direct Certification

Division of School and Community Nutrition  
Presented by Colby Wagoner and Brad Blunt

March 2013

# Direct Certification



# Rules of the Game



## Directly Certified –

- State provided list of KTAP/SNAP/Medicaid and foster children
- District list of homeless, migrant and runaway children as well as federally-funded Head Start
  - Must be **signed and dated by district liaison**

# Rules of the Game

- Direct Certification can be extended to other children living in the same household for these DC types *only*:
  - KTAP/SNAP and Medicaid

# Max out your DC

- ✓ Planning
- ✓ Preparation
- ✓ Teamwork



# Game Plan

1. Obtain DC Information
  - a) Download DC History File
  - b) District provided lists
2. Match against POS System/IC
3. Report results in CNIPS
  - a) A handout will be sent on reporting your April DC numbers in CNIPS

# Demonstration

Link to SCN DC Download Site:

<https://applications.education.ky.gov/login/>

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## Key Terms:



**SSID** – State Student Identifier: Unique student ID assigned to all public school students

**DC History File** – contains a unique list of students from July to the current month

# DC File Composition

DC file is comprised of:

- All school-age children in your county, which includes:
  - Private schools
  - High School Graduates
- SSIDs are assigned where we have a match to statewide IC database



# DC Matching: Best Practices

## Matching DC File to POS

### 1. Match on SSN or SSID? Use Both.

Rank order of best matching criteria

- a) SSN
- b) SSID
- c) Last Name, First Name and DOB

2. *Manual Matching*: Sort the DC list by age and last name, first name – focus on the primary schools

- Print list of non-direct students from POS and compare to DC list

# CRE: Staying out of foul trouble

SCN Reviewers will review documentation to ensure all students marked as DC are on a state or district list

To Do:

- ✓ Archive the April DC History file on the network
- ✓ Keep a hard copy of the DC students in a secure location that is clearly labeled



# Partial CEO Districts (*Optional*)

## Mixed CEO Household



## Meal Status Process

1. Parent completes a household application.
2. Food Service Director assigns a meal status to non-CEO sibling.
3. FRAM Coordinator checks with Food Service Director to obtain meal status on non-CEO sibling.

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## Quality Assurance Check

- ✓ Obtain a list of all free/reduced children by CEO school from FSD
- ✓ Compare your students without a HIF form that have a paid meal status to see if any can be marked free/paid because they have a household application on file

# Important Dates

Date	Event
Early April	April DC file available
April 5	April DC Snapshot
April 5-15	April DC Reporting
Late April	Webinar on CEO

# Spring Break

Districts with spring break on April 1-5 should do the following before the **beginning of school on April 8<sup>th</sup>**:

- Import the April DC History file into POS/IC
- Print out the DC and enrollment numbers by feeding site

# “Help! I have no idea what I’m doing!”

- Hit the “EASY” button by calling Colby Wagoner @ 502-564-5625 ext. 4917 or Brad Blunt @ 502-564-5625 ext. 4932

Don’t forget to reference the DC Download Help manual.

<http://education.ky.gov/federal/SCN/Documents/Direct%20Certification%20Web%20Download%20Tool%20User%20Reference.pdf>

# Some Preliminary Survey Data

- 52 CEO Districts with 256 schools participating
- 27 Sponsors responded to the survey which is OUTSTANDING!
  - The average increase in ADP was 11% for first year sponsors and 9% in second year sponsors.
  - The average increase in lunch meals served was 13.2% for first year sponsors and 6.39% for second year sponsors.
  - All first year and second year sponsors saw an increase in ADP, number of meals served and reimbursement with the exception of one school which indicated a large decrease in enrollment.
- The important factor to note that the increases still occurred while new meal patterns were being implemented.

# Finishing Strong



Make no mistake, I always want to win, but I never fight with an opponent. My fight is within me — it is the struggle to be the best I can be at whatever I do. — *John Wooden*